

## DATE

Use the pull-down listing for **Contracting Method** to select the method used for this contract/procurement. The system defaults the value of the contract type to the first item on the list, i.e., 1 - Competitive Bid (CB).

[illegible]

**Note:** If entering data for a **Contracting Method** identified above as either a California Multiple Award Schedule (CMAS) or a Master Agreement (MA), you **must** enter a **Leveraged Contract No.** in the leveraged contract number box.

## 1 - Competitive Bid (CB)

As described in the State Contracting Manual § 5.08:

A. Three competitive bids or proposals are required unless one of the following applies:

1. Emergency. The work or service is for the immediate preservation of the public health or welfare, or the safety or protection of state property (PCC §§ 1102 and **10340**).
2. **The contract is exempt from being competitively bid as listed in SCM 5.80.**
3. Sole source exemption. The Director of DGS has approved exemption from competitive bidding because the state's best interests are better served by exemption (SCM 5).
4. Governmental agency contract. The contract is with another state, local, or federal agency or with the University of California, the California State University, or a California community college or any of their auxiliary organizations (PCC § **10340**).

Note: These contracts or interagency agreements cannot be used to circumvent or bypass the state's bidding requirements, SCM 1 and 3.

5. Community Based Rehabilitation Program (CRP). The exemption applies for workshops conducted in accordance with W&I Code §19404.
6. Services for which the State has entered into a master contract.
7. When the agency awarding the contract has advertised the contract in CSCR and has solicited all potential contractors known to the agency but has received less than three bids or proposals.

## 2 - Non-Competitive Bid (NCB)

A good/service/supplier that is documented as being the **only** good/service/supplier able to meet the specified goods or IT goods and services needs of a State department.

Information is also available in Management Memo 02-19 found at the Procurement Division's web site <http://www.dgs.ca.gov/pd> and from your DGS representative.

## 3 - Master Agreements (MA)

As described in the State Contracting Manual § 3.04:

There are two types of generally acceptable master agreements: statewide and intra-agency.

- A. Statewide master agreements are contracts bid by DGS for services and consulting services that are used by many departments.
1. Master Agreements take advantage of the state's large buying power.

Prices are often less than those a single agency could obtain on its own. Any state agency can use the statewide Master Agreements through the use of a subscription agreement, typically using a Standard Agreement Form.

2. Master Agreements take care of the bidding process and other administrative details. Depending on the particular agreement, Civil Service justification (GC §19130), and DVBE goals may or may not have been dealt with.
3. Master Agreements allow an agency to obtain needed services quickly and easily, avoiding the delay and uncertainty of the bid process. Some Master Agreements, especially those with multiple vendors, have User Guides that explain how the contracts are to be used. User Guides for different agreements have varying requirements. It is the responsibility of the using agency to follow the requirements in the User Guide for that particular Master Agreement.
4. Some subscription contracts to Master Agreements developed by the Department of Personnel Administration and the Procurement Division, DGS, cannot exceed \$100,000. Before developing a subscription contract, check with the Master Agreement Contract Manager.

Note: In rare instances DGS has given authority to another agency to bid and supervise a Master Agreement.

- B. Intra-agency master agreements are contracts let by an agency for the use of the divisions of that agency. Intra-agency master agreements may differ from agency to agency, depending on program needs and statutory authority. Any agency wishing to enter into such a master agreement should discuss the agreement with its DGS/OLS attorney.

#### **4 - CMAS**

California Multiple Award Schedule (CMAS) – Orders issued against DGS/PD developed CMAS agreements.

The CMAS contracts are established using products, services and prices from already existing competitively assessed and cost compared multiple award contracts. The products, services and prices are primarily from the federal General Services Administration (GSA) multiple award schedule program Federal General Services Administration (GSA) but not exclusively. To these products, services and prices, we add California contract terms and conditions and procurement codes and policies and establish a totally independent California contract.

The contracts are utilized statewide by both California State and local government agencies under delegated authority from the Department of General Services. Agencies make best value purchasing decisions according to their own business needs such as price, warranty, and supplier performance.

As defined in Public Contracting Code: PCC 10290(j) "Multiple award schedule" (MAS) is an agreement established between the General Services Administration of the United States and certain suppliers to do business under specific prices, terms, and conditions for specified goods, information technology, or services.

## **5 - Emergency**

Emergency is defined in PCC §1102 as "a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services."

## **6 - Statutorily Exempt**

Contract exempt by statute. As described in Management Memo 02-19 Rev3 January 21, 2003:

### **Contracts Exempt by Statute - Attachment C**

The following contracts may be awarded without advertising or competitive bidding subject to the restrictions noted. These categories are exempt by statute (many of these were formerly referenced in State Administrative Manual § 1233 and State Contracting Manual § 5.80). However, contracting/delegated authority is not exempt. Therefore, contracts exceeding your authority must still be submitted for approval by DGS; acquisitions exceeding your delegated authority must still be awarded by DGS.

1. Emergency contracts which are necessary for the immediate preservation of life or state property. Contracts issued as a result of an emergency may be entered into immediately without completion of the required paperwork for the processes required herein. However, such contracts are subject to otherwise applicable statutory approval requirements and the reporting requirements of the Management Memo. For the purpose of this paragraph, reporting consists of submission of an approved copy of the Notice of Contract Award (NCA).
2. Contracts for the work or services of a state, local or federal agency, the University of California, the California State University, a California community college, a foundation or auxiliary organization incorporated to support the universities and colleges, or a Joint Powers Agency. Note: Contracts entered into under this exemption are also exempt from any of the other restrictions imposed by MM 02-19 or the attachments thereto.
3. Goods and services for which the state has entered into a master agreement. Note: This is limited to those master contracts which have been competitively bid or which have been determined to be required for essential services and which have been established by a methodology that assures the state of a reasonable price for the goods/services offered. See the DGS Procurement web page at [www.dgs.ca.gov/pd](http://www.dgs.ca.gov/pd) for a list of approved exempt contracts.
4. Subvention contracts (non-discretionary grants) with a private or nonprofit entity or local agency for the purpose of providing services to the public or

segments thereof. This exception applies only when services are being provided to the public and not specifically to a state agency. Note: Contracts entered into under this exemption are also exempt from any of the other restrictions imposed by MM 02-19 or the attachments thereto.

5. Maintenance agreements for equipment that is under documented warranty, or where there is only one authorized or qualified representative, or where there is only one distributor in the area for parts and services. Note: This exception applies only in circumstances where services to be provided are less than \$250,000.00; for services in excess of this amount, the guidelines regarding non-competitive bid contracts for \$250,000.00 or more apply.
6. Proprietary software maintenance and/or upgrade contracts. Note: This applies only to the maintenance and/or upgrades of existing proprietary software up to \$250,000.00 and only in circumstances where a competitive bid is not feasible. For software maintenance and/or upgrades of \$250,000.00 or more, approval of the Department Director (only), DGS and the Department of Finance is required.

For acquisitions of new proprietary software over \$5,000 where a competitive bid is not feasible, or where maintenance and/or upgrades of existing proprietary software will exceed \$250,000.00 the guidelines for non-competitive bid contracts apply.

If the department does not hold an information technology delegation from DGS/PD, then the guidelines for non-competitive bid contracts apply for all acquisitions, whether maintenance of existing software or new software.

7. Contracts for which only per diem and travel expenses are paid and there is no payment for services rendered. Note: Shall not exceed \$5,000.
8. Contracts solely for the purpose of obtaining expert witnesses for litigation. Note: Contracts entered into under this exemption are also exempt from any of the other restrictions imposed by MM 02-19 or the attachments thereto.
9. Contracts for legal defense, legal advice, or legal services by an attorney or the attorney's staff. Note: Contracts entered into under this exemption are also exempt from any of the other restrictions imposed by MM 02-19 or the attachments thereto.
10. Contracts for which services are specifically exempt by statute from the competitive bidding process. Note: Contracts entered into under this exemption are also exempt from any of the other restrictions imposed by MM 02-19 or the attachments thereto.

#### **7 - Categorically Exempt**

Contracts exempt by DGS policy. As described in Management Memo 02-19 Rev3 January 21, 2003:

##### **Contracts Exempt by Policy - Attachment D**

The following contracts may be awarded without advertising or competitive bidding subject to the restrictions noted. These categories are exempt based on a determination by DGS that competitive bidding is not feasible (many of these were formerly referenced in State Administrative Manual Section 1233 and State

Contracting Manual Section 5.80). However, contracting/delegated authority is not exempt. Therefore, contracts exceeding your authority must still be submitted for approval by DGS; acquisitions exceeding your delegated authority must still be awarded by DGS.

1. Refuse and/or sewage disposal contracts where there is no competition because they are the authorized franchise dealers providing services to a specific geographical area.
2. Medical care services with physicians, local community hospitals, medical groups (related offsite laboratory services are not included), and 911 emergency ambulance service calls;
3. Contracts with health maintenance organizations (HMOs) through a cooperative agreement with the Centers for Medicare and Medicaid Services (CMS) to pay monthly premium payments for medical/Medicare eligible members, where services are essential or necessary for health and safety.
4. Public entertainment contracts for state-sponsored fairs and expositions.
5. Contracts with business entities operating Community Based Rehabilitation Programs (CRP), which meet the criteria established by Welfare and Institutions Code Section 19404. Note: Exception does not apply to contracts justified pursuant to Government Code 19130(a).
6. Amendments to existing contracts under the same terms and the same or lower rates, where a protest or other legal action delays the award of a new contract. These amendments should only last during the period the protest or legal action is pending and a new contract can be executed, but in no case shall this exemption extend beyond six months.
7. Amendments to existing contracts which were originally competitively bid subject to the following restrictions:
  - a. Competitively bid contracts for *both* information technology and non-information technology, which were evaluated and awarded with options to extend for time or time and money may be amended consistent with the terms of the original contract providing for such extension(s) if such options were evaluated during the bid process.
  - b. Competitively bid contracts for *non-information technology* services which do not include options to extend may be amended as follows:
    - Exemption shall only apply to the first amendment.
    - Amendment shall add time only, not to exceed one year, and/or add not more than 30% of the original contract value, not to exceed \$250,000.
    - The original contract must have permitted the amendment.
8. Contracts for conference or meeting facilities, including room accommodations for conference attendees. Note: This exception applies only in circumstances where facilities to be provided are less than \$250,000; for facilities exceeding this amount, the guidelines regarding non-competitive bid contracts for \$250,000 or more apply.
9. Contracts for services under the Health Insurance Portability and Accountability Act (HIPAA) MSA shall be exempt from compliance with the

restrictions imposed by the Executive Order and Management Memo subject to compliance with the following requirements and limitations:

- Agencies must prepare their Statement of Work (SOW).
- Office of HIPAA Implementation (OHI) reviews and approves all SOWs to ensure the agency complied with their HIPAA work plan.
- For contracts less than \$500,000, agencies must obtain a minimum of three (3) written offers, including one from a small business/DVBE if available, from the HIPAA MSA suppliers in a given category and award to the contractor achieving the best value to the state.
- For contracts greater than \$500,000, agencies must obtain a minimum of six (6) written offers, including one from a small business/DVBE if available, from the HIPAA MSA suppliers in a given category and award to the contractor achieving the best value to the state.
- Contracts/amendments providing for a contract value greater than \$50,000 for non-IT services are subject to review and approval by DGS.
- Contracts/amendments providing for a contract value between \$500,000 and \$5 million for non-IT services are reviewed by OHI and approved by DGS.
- Contracts/amendments providing for a contract value between \$500,000 and \$5 million for IT services are reviewed by OHI and approved by DGS.
- Contracts/amendments providing for a contract value greater than \$5 million are reviewed by OHI and DGS and approved by the Department of Finance.

10. Amendments to the California Integrated Information Network (CIIN) Agreement (CNT-001) to add products and services defined as mandatory per Management Memo 97-01 and DOIT Directive 1999-01. These mandatory services are defined as Lineside, Voice Network, Data Services, and Billing Services.

11. Categories of contracts for the purchase of goods or services necessary to achieve program objectives in a timely manner, where the Department of General Services has determined in advance, in writing, that for a specific type of category of goods or services there is no viable competition, or that due to critical time requirements such competition cannot be completed by the exercise of reasonable efforts prior to the time such goods or services are required. Any individual order placed against a specified contract pursuant to this exemption that exceeds \$250,000 shall also require the approval of the Department of General Services and the Department of Finance.

12. Proprietary pharmaceuticals and proprietary vaccines for which there are no generic equivalents and for which the Department of General Services will enter into contracts/price agreements with either the manufacturer or distributor. This commodity will be for the proprietary pharmaceuticals, proprietary vaccines purchased for public health programs by the Department of Health Services, Proprietary Vaccines used by state, local and public agency governmental entities, federal contracts as described in the 1990



Sharing Act, Botulism Immune Globulin Program, and pharmaceuticals outlined in Senate Bill 1315. There will be no dollar limit on these acquisitions; master agreements will be established only by the Department of General Services for purchasing by state and local entities.

*Miscellaneous:*

In determining whether the acquisitions of a particular state agency is exempt from this Management Memo, the funding source for the acquisition shall be determinative, notwithstanding the fact that DGS may be the procuring entity.

**8 - CB-GC 14838.5**

Competitive Bid (CB) – Government Code 14838.5 – Awards made to California-certified small business/Disabled Veteran Business Enterprise contractors pursuant to GC 14838.5.

14838.5. (a) Notwithstanding the advertising, bidding, and protest provisions of Chapter 6 (commencing with Section 14825) of this **code** and Chapter 2 (commencing with Section 10290) and Chapter 3 (commencing with Section 12100) of Part 2 of Division 2 of the Public Contract **Code**, a state agency may award a contract for the acquisition of goods, services, or information technology that has an estimated value of greater than five thousand dollars (\$5,000), but less than one hundred thousand dollars (\$100,000), to a certified small business, including a microbusiness, or to a disabled veteran business enterprise, as long as the agency obtains price quotations from two or more certified small businesses, including microbusinesses, or from disabled veterans business enterprises. (b) In carrying out subdivision (a), state agencies shall consider a responsive offer timely received from a responsible certified small business, including a microbusiness, or from a disabled veteran business enterprise. (c) If the estimated cost to the state is less than five thousand dollars (\$5,000) for the acquisition of goods, services, or information technology, or a greater amount as administratively established by the director, a state agency shall obtain at least two price quotations from responsible suppliers whenever there is reason to believe a response from a single source is not a fair and reasonable price.

**9 - CB-Formal**

CB - Formal – Formal competition, based on the following:

- IT Goods and Services -- >\$500,000
- Non-IT Goods (Commodities) -- >\$25,000
- Non-IT Services -- >\$50,000

As described in the California Acquisitions Manual § 3.2.2.b.5:

A written solicitation, including either Information Technology (IT) model contract language or General Provisions, or a combination of the two, developed in



accordance with established practices for relatively high dollar, highly complex procurements and in accordance with statutory requirements.

## **10 - CB-Informal**

CB – Informal – Informal competition, based on the following:

- IT Goods and Services -- <\$500,000
- Non-IT Goods (Commodities) -- <\$25,000
- Non-IT Services -- <\$50,000

As described in the State Contracting Manual, § 5.95:

When services are required and the dollar amount is below (specified above) agencies should conduct a market survey of vendors and have them submit unsealed price quotes. There is no limit on the number of vendors that may be solicited. This process may be done by telephone, writing, or fax.

As described in California Acquisitions Manual § 3.2.2.b.6:

A type of solicitation that can be conducted verbally (by telephone) or in writing and used for the purchase of goods (including information technology) or information technology services of relatively low value and complexity in accordance with statutory requirements.

## **11 - CB-Request for Qualifications (A&E)**

Selection for professional services of A&E consultants must be on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required at a fair and reasonable price. The Request for Qualifications (RFQ) is the solicitation document that sets out the criteria for determining the best qualified professional for the project. The RFQ process is followed in accordance with SCM 11.05 and 11.06.

## **12 - NCB-One-Time Transaction - Bob French/Sandy Russell to respond**

This would be a one-time purchase submitted through a purchase estimate to Department of General Services, Procurement.

## **13 - MA Pre-Qualification Agreements**

Master Agreements (MA) – Pre-Qualification Agreements – Pre-Qualification Agreements awarded only by DGS-PD

As described in Management Memo 02-19 Rev3 January 21, 2003 page 2:

6. Master agreements using a Pre-qualified list of suppliers: Competition must be achieved when awarding contracts to a pre-qualified list of suppliers. To ensure that competition is achieved to the fullest extent possible, pre-qualified bidders on the master agreement must have an opportunity to compete. The ceiling on information technology master agreements is \$500,000. However, departments may request an exemption to this ceiling. The ordering department must have prior approval of DGS for an exemption to the \$500,000 limit. The exemption request must address how the

department intends to ensure effective competition to the fullest extent possible.

#### **14 - MA Statewide Commodity Contracts**

MA – Statewide Commodity Contracts – Orders issued against Statewide Commodity Contracts established by DGS-PD

As defined in Public Contracting Code: PCC §10290 "Statewide contract" means a contract awarded by the Office of Procurement to one or more suppliers for the acquisition of specified goods for a period of time, at a price, and in an amount set forth in the contract.

#### **15 - MA State Price Schedule**

MA – Statewide Price Schedule – Orders issued against Statewide Price Schedules established by DGS-PD

As defined in Public Contracting Code: PCC § 10290:

"Price schedule" means an agreement between the Office of Procurement and a supplier under which the supplier agrees to accept orders from the office or a state agency for specified goods at set prices for a specified period of time but which does not obligate the office or state agencies to contract for the specified goods from the supplier.

#### **16 - MA Master Service Agreement**

MA – Master Service Agreement – Orders issued against Master Service Agreements established by DGS-PD

As described in the State Contracting Manual § 3.04:

There are two types of generally acceptable master agreements: statewide and intra-agency.

A. Statewide master agreements are contracts bid by DGS for services and consulting services that are used by many departments.

1. Master Agreements take advantage of the state's large buying power. Prices are often less than those a single agency could obtain on its own. Any state agency can use the statewide Master Agreements through the use of a subscription agreement, typically using a Standard Agreement Form.
2. Master Agreements take care of the bidding process and other administrative details. Depending on the particular agreement, Civil Service justification (GC §19130), and DVBE goals may or may not have been dealt with.
3. Master Agreements allow an agency to obtain needed services quickly and easily, avoiding the delay and uncertainty of the bid process. Some Master Agreements, especially those with multiple vendors, have User Guides that explain how the contracts are to be used. User Guides for different agreements have varying requirements. It is the responsibility of the using agency to follow the requirements in the User Guide for that

particular Master Agreement.

4. Some subscription contracts to Master Agreements developed by the Department of Personnel Administration and the Procurement Division, DGS, cannot exceed \$100,000. Before developing a subscription contract, check with the Master Agreement Contract Manager.

Note: In rare instances DGS has given authority to another agency to bid and supervise a Master Agreement.

- B. Intra-agency master agreements are contracts let by an agency for the use of the divisions of that agency. Intra-agency master agreements may differ from agency to agency, depending on program needs and statutory authority. Any agency wishing to enter into such a master agreement should discuss the agreement with its DGS/OLS attorney.

### **17 - MA Master Rental Agreement**

MA – Master Rental Agreement – Orders issued against Master Rental Agreements established by DGS-PD

Same benefits of a Master Service Agreement (repeated below), however, a Master Rental Agreement generally includes the product, lease term options (i.e. 12 months, 24, months...) maintenance service and warranty.

As described in the State Contracting Manual §3.04:

There are two types of generally acceptable master agreements; statewide and intra-agency.

- A. Statewide master agreements are contracts bid by DGS for services and consulting services that are used by many departments.
  1. Master Agreements take advantage of the state's large buying power. Prices are often less than those a single agency could obtain on its own. Any state agency can use the statewide Master Agreements through the use of a subscription agreement, typically using a Standard Agreement Form.
  2. Master Agreements take care of the bidding process and other administrative details. Depending on the particular agreement, Civil Service justification (GC §19130), and DVBE goals may or may not have been dealt with.
  3. Master Agreements allow an agency to obtain needed services quickly and easily, avoiding the delay and uncertainty of the bid process. Some Master Agreements, especially those with multiple vendors, have User Guides that explain how the contracts are to be used. User Guides for different agreements have varying requirements. It is the responsibility of the using agency to follow the requirements in the User Guide for that particular Master Agreement.

4. Some subscription contracts to Master Agreements developed by the Department of Personnel Administration and the Procurement Division, DGS, cannot exceed \$100,000. Before developing a subscription contract, check with the Master Agreement Contract Manager.

Note: In rare instances DGS has given authority to another agency to bid and supervise a Master Agreement.

- B. Intra-agency master agreements are contracts let by an agency for the use of the divisions of that agency. Intra-agency master agreements may differ from agency to agency, depending on program needs and statutory authority. Any agency wishing to enter into such a master agreement should discuss the agreement with its DGS/OLS attorney.

## **18 - MA Master Purchase Agreement**

MA – Master Purchase Agreement – Orders issued against Master Purchase Agreements established by DGS-PD

As described in the State Contracting Manual § 3.04:

There are two types of generally acceptable master agreements: statewide and intra-agency.

- A. Statewide master agreements are contracts bid by DGS for services and consulting services that are used by many departments.
  1. Master Agreements take advantage of the state's large buying power. Prices are often less than those a single agency could obtain on its own. Any state agency can use the statewide Master Agreements through the use of a subscription agreement, typically using a Standard Agreement Form.
  2. Master Agreements take care of the bidding process and other administrative details. Depending on the particular agreement, Civil Service justification (GC §19130), and DVBE goals may or may not have been dealt with.
  3. Master Agreements allow an agency to obtain needed services quickly and easily, avoiding the delay and uncertainty of the bid process. Some Master Agreements, especially those with multiple vendors, have User Guides that explain how the contracts are to be used. User Guides for different agreements have varying requirements. It is the responsibility of the using agency to follow the requirements in the User Guide for that particular Master Agreement.
  4. Some subscription contracts to Master Agreements developed by the Department of Personnel Administration and the Procurement Division, DGS, cannot exceed \$100,000. Before developing a subscription contract, check with the Master Agreement Contract Manager.

Note: In rare instances DGS has given authority to another agency to bid and supervise a Master Agreement.

B. Intra-agency master agreements are contracts let by an agency for the use of the divisions of that agency. Intra-agency master agreements may differ from agency to agency, depending on program needs and statutory authority. Any agency wishing to enter into such a master agreement should discuss the agreement with its DGS/OLS attorney.

#### 19 - A&E G.C. 4525

Qualification based contracts for Architectural and Engineering Services which are selected in accordance with the provisions of Govt. Code 4525 and State Contracting Manual, Chapter 11, et al. These services obtained through a Request for Qualification (RFQ) process to ensure the most qualified professional services are obtained by the State. The RFQ process is used to evaluate and select based upon qualifications and experience, then negotiate fees and scope of work in order to award the contract.

#### **Leveraged Contract No.**

If the **Contracting Method** is a **CMAS or Masters**, a leveraged contract number must be entered. All other contracting methods do not use a leveraged contract number. This field can hold up to 20 characters. Dashes, spaces, numbers, letters, etc. are acceptable.

#### **Small Business**

Yes or No button. Defaults to **No**.

Use the **Yes** or **No** button to indicate if this is a **Certified Small Business** vendor.

#### **Disabled Veteran** (not available at this time)

Yes or No button.

#### **Micro Business** (not available at this time)

Yes or No button.

**Original Beginning-Term\*** - Required Field; quick select calendar next to box  
Enter the original beginning term of this contract. This date may differ from the Date of Entry of Original Contract.

**Original Ending Term** - Quick select calendar next to box  
Enter the original ending term of the contract. This is not the date resulting from extensions due to amendments to the original contract. For certain contract types, no entry will be required in this data field.

**Original Contract Amount\*** - Required Field

Enter the amount of the original contract. This should **not** include amounts resulting from amendments to the original contract.

It is not necessary to add a dollar sign. If cents are omitted, the SCPRS will assume 2 digit zeros. If cents are included in the amount, they must be preceded with a dot, for example 2500.56. **(include instructions on Tax issue)**

The user **must** click on the gray **Submit** button in order for the data to be entered into the system and for the generation of a SCPRS Registration Number for this contract. You **must** have a registration number for each contract.

**Note:** If you were in the process of adding contract or amendment information and had not clicked on the gray **Submit** button before you logged out of the system, the data was not saved and needs to be re-entered.

Once the required information is submitted, the system issues a SCPRS registration number. The user is notified by a web receipt on the screen and by an email receipt. The SCPRS registration number has the following format:

4 digit numeric organizational number from Department of Finance plus a  
2 digit numeric Contract Type plus a  
4 digit numeric date in the order of Month Day Year plus a  
Sequential Number assigned by SCPRS.

The 4 digit numeric organization codes are assigned and maintained by the Department of Finance (DOF). Further information about the DOF codes and their uses are available at <http://www.dof.ca.gov/html/calstars/ucm.htm>. The second bullet near the bottom of the DOF page provides a link to alphabetical, numerically, or structural listings of the organization codes.

Example: 1770**100902100** (bold type is not present in real number)  
1770 - DGS' organization code  
**10** - Contract Type (the system will use the same contract type number that was selected earlier by the user for the Contract Type field)  
0902 - September 2002  
Sequential Number - **100**

Once a contract has been registered, the user can add amendments to the parent contract. Each contract amendment is issued a number. A period and the amendment number will be added to the parent contract number. Example of amendment 1 for the above contract: 1770100902100.1

**This SCPRS registration number is a very important identifier for this contract and should be noted by the user for future use.**